



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 26, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 29, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Friday, February 9, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

RS III

Property Manager
Region 5/District 8/Program Development
Highways Project Implementation
Collinsville

Attachments
42497

Technical Applications [PM1080 rev 6/1/17](#) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, February 9, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Realty Specialist III

Salary: \$4,670 - \$6,483*

Position Title: Property Manager

Union Position: ☒ Yes ☐ No

Position Number: PW943-23-58-301-30-03

IPR#: 42497

Office/Central Bureau/District/Work Address:

Office of Highway Project Implementation / Region 5 / District 8 / Bureau of Program Development / 1102 Eastport Plaza Drive, Collinsville, IL

Description Of Duties:

This position is responsible for supervising the management of a minimum of 25-150 properties prior to the demolition or disposition of said property, and the management of all records associated with acquired land, excess land sale and releases within a district that is highly urbanized and rural in nature. This requires extensive knowledge of both rural and urbanized residential and commercial property values.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

Desired:

- Four years of college including course work in engineering, business administration, prelaw or economics
- Four years of professional experience in real estate appraisal, negotiation, property management or relocation assistance
- Extensive knowledge of real estate appraising process, negotiations and condemnation process, property management and relocation principles
- Extensive knowledge of state and federal laws concerning land acquisition and related activities
- Ability to communicate clearly and effectively; to exercise sound judgment; and read and interpret reports, maps, plans, plats, legal descriptions and title abstracts
- Ability to establish and maintain effectual working relations with property owners, attorneys, and government officials

Shift/Remarks:

8:00 am- 4:00 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2017	POSITION:	Property Manager
APPROVED BY:	Kirk Brown	OFFICE:	District 8/Program Development Land Acquisition
CODE:	PW943-23-58-301-30-03	REPORTS TO:	Acquisition Manager

Position Purpose

This position is accountable for managing acquired property prior to use for highway projects or their sale.

Dimensions

Subordinate Personnel:	None
Rental Agreements and Collection:	25 to 150 Annually
Annual Rental Income:	\$50,000 to \$100,000
Sale of Property and Buildings:	\$20,000 to \$100,000 Annually
Number of Parcels Sold:	10 to 30 Annually

Nature and Scope

This position reports to the Acquisition Manager as do the Chief Negotiator and Relocation Manager.

This position is responsible for supervising the management of all properties prior to the demolition or disposition of said property and the management of all records associated with acquired land, excess land sale and releases within a District that is highly urbanized and rural in nature. This requires extensive knowledge of both rural and urbanized residential and commercial property values. Many of the properties are located in highly urbanized areas, which require the Property Manager to more closely monitor the properties to prevent vandalism, dumping and overgrowth of weeds.

The Property Manager's Unit is responsible for managing a minimum of 25 to 150 property sites that are composed of residential, commercial and agricultural properties. This requires knowledge of property values, market rates, nature of property and its possible uses. This function is extremely difficult because of the short duration that renters are normally allowed to rent Department property. Because of the short duration of occupancy by tenants, the Property Manager must assure that rental agreements are executed and that all rents are collected in a timely manner. The Property Manager's greatest challenge is to successfully manage properties owned by the Department in such a manner as to recoup expenses and fully utilize available properties without adversely affecting the renters or the Department. The Property Manager is also responsible for properly maintaining records pertaining to acquisitions and excess land sales.

In performing the functions of this position, the Property Manager is required to establish rental values; owner's retention; interpret and implement all directives concerning property management. He/She determines if property can be sold in open market instead of resorting to demolition for road contract, determines legal requirements in clearing title and legal aspects which may be encountered in property management. He/She further determines whether legal action should be taken in order to evict renters whose accounts are past due. He/She must stay abreast of current property values within the District in order to establish just rental rates. He/She is responsible for maintaining inventories of excess property, disposal of excess land improvements through legislative release

PROPERTY MANAGER

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and public sales, and He/She assists in the preparation of demolition contracts and supervises rodent control property managed. He/She is responsible for seeing that county records have been properly reviewed; warrants are complete and promptly delivered; and acquisitions are closed in a timely manner. He/She is responsible for maintaining the permanent record of all acquisitions and land sales adhering to the Department's policy on archiving records.

In performing the functions of this position, the Property Manager exercises wide latitude of discretion in the management and sale of excess properties and improvements according to Illinois Department of Transportation Policies and Procedures, Central and District Land Acquisition Policy, Federal Highway Administration guidelines, current market values and all State and local statutes relevant to rental or sale of properties.

In addition, the Property Manager is required to deal with the following personnel: Central Bureau of Land Acquisition personnel weekly; Special Assistant Attorneys General occasionally, realtors occasionally and Appraisal Section weekly, Public Housing Authority occasionally, general contractors occasionally, movers occasionally, mobile home dealers occasionally, general public daily; and Social Welfare Agencies occasionally. This position requires district-wide travel.

In performing the functions of this position, the Property Manager is evaluated according to his/her ability to meet the requirements of the Property Management Manual and within the timeframes established for the construction of the project.

PRINCIPAL ACCOUNTABILITIES:

1. Performs duties in compliance with departmental safety rules.
2. Responsible for review of all documents, forms, etc. prepared for release of excess land, for accuracy, completeness and compliance with established policies and procedures.
3. Responsible for planning timely completion of all phases of work to maintain flow of work of other right-of-way sections and to clear right-of-way for scheduled construction lettings.
4. Responsible for records review, warrant delivery and closing.
5. Responsible for archiving records.
6. Responsible for maintaining good public relations.
7. Responsible for keeping abreast of the asbestos abatement program as it relates to Property Management.
8. Responsible for keeping abreast of RPTA & hazardous waste policies and procedures.
9. Performs other duties as assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.